

DATE: ~~SG~~ Dec 93

FROM: [REDACTED]

SUBJ: ~~SG~~ Monthly Activity Report

TO: [REDACTED]

The following duties have been performed during the month of September:

- Monitored operational projects.
- Has the responsibility of collecting money and paying the telephone bill.
- Have been performing the mundane tasks that keep our working environment clean and orderly.
- Have typed correspondence, MFRs, and MEMOs for Chief.
- Performed the duties of distribution, mail and supplies and coffee fund for the activity.